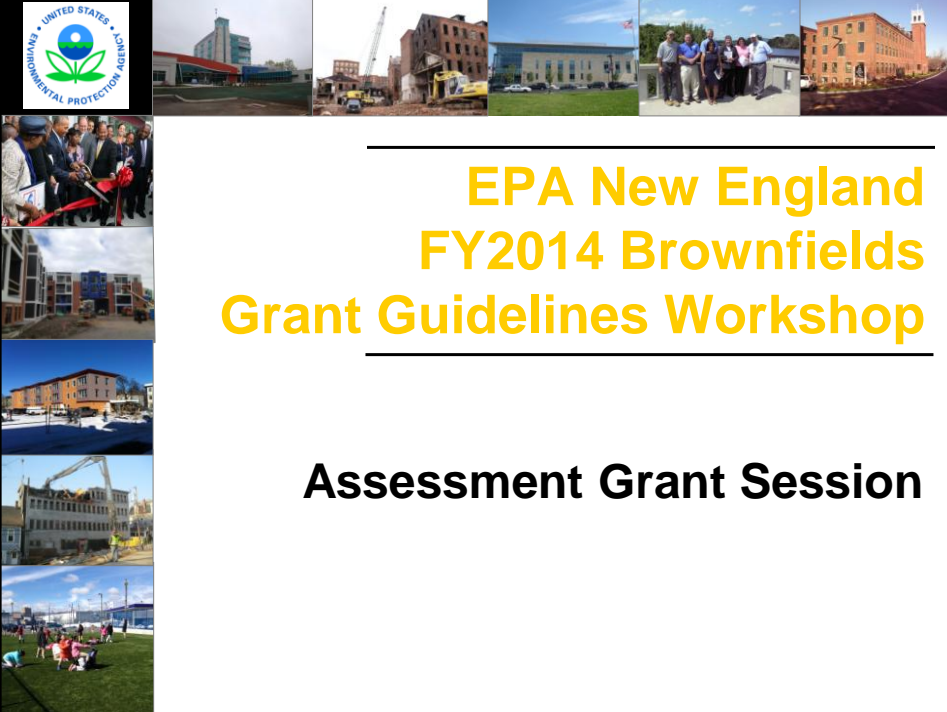




US EPA ARCHIVE DOCUMENT




EPA New England FY2014 Brownfields Grant Guidelines Workshop

Assessment Grant Session



Assessment Overview

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.
- Three types:
 - ✓ **Community-Wide**
 - ✓ **Site-Specific** (single site)
 - ✓ **Assessment Coalition**
- Period of performance is **three years**.



2



Assessment Overview

- **Applying Community-Wide**

- ✓ Up to **\$200,000 hazardous substances** (including asbestos, lead paint, other environmental hazards).
- ✓ Up to **\$200,000 petroleum-only contamination**.
- ✓ Can apply for both in **ONE community-wide assessment proposal** (\$200K hazardous substances and \$200K petroleum, for a combined total of \$400K).
- ✓ You may also apply for a site-specific grant.
- ✓ You may **NOT** also apply as a member of a coalition.



3



Assessment Overview

- **Applying Site-Specific**

- ✓ Up to **\$200,000** for petroleum and/or hazardous substances.
- ✓ Up to **\$350,000** with waiver request.
- ✓ No more than 1 application per eligible entity.
- ✓ Site Eligibility & Property Ownership Eligibility are *Threshold requirements*.
- ✓ You may also apply for a community-wide grant.
- ✓ You may **NOT** also apply as a member of a coalition.

4



Assessment Overview

- **Assessment Coalitions**

- ✓ Up to **\$600,000** for hazardous substances and/or petroleum (e.g. \$300K hazardous, \$300K petroleum).
- ✓ Proposal submitted by one “lead” entity.
- ✓ Coalition is a group of 3 or more separate eligible entities.
- ✓ Must assess a **minimum** of 5 sites.
- ✓ Coalition members are **NOT** eligible to apply for individual Community-Wide or Site-Specific Assessment grants in the year they apply as part of a coalition.



5



Assessment Application Options

Community-Wide	Site-Specific	Coalition
Up to \$200,000 for hazardous substances and \$200,000 for petroleum	Up to \$200,000 for hazardous substances or petroleum	Up to \$600,000 for hazardous substances and/or petroleum
No waiver of funding limit	May request a waiver for up to \$350,000	No waiver of funding limit
Maximum combined amount \$400,000	Maximum amount \$350,000	Maximum amount \$600,000
May also apply for a site-specific grant; may not apply as a member of a coalition	May also apply for a community-wide grant; may not apply as a member of a coalition	May not apply for an individual community-wide or site-specific grant or as part of another coalition

6



Content & Form of Proposal Submission

See Section IV.C

1. Proposal Content

- a. Transmittal Letter (2 Pages)
- b. Narrative Proposal (15 Pages)
- c. Attachments
- d. SF 424 & SF 424A (only if using grants.gov)



7



Content & Form of Proposal Submission

2. Transmittal Letter (2 Pages)

- a. Applicant Identification
- b. Applicant DUNS number
- c. Funding Requested
 - i. Grant Type: **Assessment**
 - ii. Federal Funds Requested: \$_____ (and if waiver for site-specific proposal is being requested)
 - iii. Contamination: **Hazardous Substances, Petroleum or Both**
 - iv. Community-wide, Site-specific or Coalition



8



Content & Form of Proposal Submission

2. Transmittal Letter (continued)

- d. Location: Area you propose to serve
- e. For site-specific proposals, provide property name & complete address
- f. Contacts:
 - i. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
 - ii. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization

9



Content & Form of Proposal Submission

2. Transmittal Letter (continued)

- g. Date Submitted: Date your proposal is mailed or submitted through grants.gov
- h. Project Period: Three (3) Years
- i. Population:
 - i. Provide population of your jurisdiction and, if a coalition proposal, the population of all your partners
 - ii. If not a municipal form of government, provide population of your target area
- j. Complete the “Other Factors Checklist” in **Appendix 3** and attach to the Transmittal Letter of your proposal (not part of the 2-page limit).

10



Content & Form of Proposal Submission

3. Narrative Proposal (15 Pages)

- ✓ Includes responses to all Ranking Criteria found in Section V.B
- ✓ **Pages over the 15 page limit will not be evaluated**
- ✓ Must include page numbers, criteria numbers and titles in your narrative response.




11



Content & Form of Proposal Submission

4. Attachments

(Only the listed attachments will be accepted – all others will be removed from the proposal)

- i. **Threshold Documentation is an attachment – not part of the 15-page limit**
 - ✓ Documentation of applicant eligibility **if other than a city, county, state or tribe**
 - ✓ Letter from state or tribal environmental authority
 -  ✓ Documentation of Community Involvement
 - ✓ Property-specific determination request **if applicable to a site-specific proposal**
 - ✓ Petroleum determination **if applicable to a site-specific proposal**

12



Content & Form of Proposal Submission

4. Attachments (continued)

ii. Additional Attachments

- ✓ Letters of support from community-based organizations
- ✓ Documentation indicating leveraged funds committed to your project
- ✓ Justification for waiver of \$200,000 limit **if a site-specific proposal**
- ✓ Letters of commitment from coalition partners **if a coalition proposal**
- ✓ **Appendix 3: Other Factors Checklist** (aka Special Considerations Checklist)

13



Threshold vs Ranking Criteria

- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.
- **Ranking Criteria** contain questions with specific point values. Proposals will be evaluated based on the extent and quality to which the criteria are addressed.

14




Threshold Criteria



Threshold Criteria - Assessment

Section III.C – Pages 14-21

1. Applicant Eligibility
2. Letter from the State or Tribal Environmental Authority
3. Community Involvement 
4. Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)



You must pass these criteria to move forward in the competition!



Threshold Criteria - Assessment

1. Applicant Eligibility

- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes



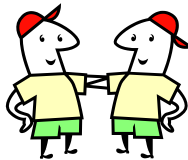
17



Threshold Criteria - Assessment

1. Applicant Eligibility

- **For Assessment Coalitions**
 - ✓ You must document how all coalition members are eligible entities.
 - ✓ All coalition members must submit a letter to the grant applicant agreeing to be part of the coalition.
 - ✓ **Attach these letters to your proposal.**



18



Threshold Criteria - Assessment

1. Applicant Eligibility

- **For Assessment Coalitions**

- ✓ Read the **FAQs** for more information.
- ✓ Three or More Coalition Members must be:
 - Separate legal entities
 - Eligible applicants (no non-profits)
- ✓ Coalition Member Letters must include:
 - A sentence documenting why you are an eligible entity.
 - Commitment agreeing to be part of coalition.
- ✓ Strongest coalitions include a strong lead candidate and 2 - 3 partners with specific targeted areas and projects.

19



Threshold Criteria - Assessment

2. Letter from State/Tribal Enviro Authority

- Provide a letter from your state or tribal environmental authority acknowledging that you plan to conduct or oversee assessment activities and apply for grant funds.
- If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities.
However you **must** provide the letter as an attachment to **each** proposal.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



**You must get a new letter this year.
Do not use last year's letter.**

20



Threshold Criteria - Assessment

2. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts:



Baffour Kyei (baffor.kyei@ct.gov)

Remediation Division (2nd fl.)
 Bureau of Water Protection & Land Reuse
 CT Department of Energy and Environmental Protection
 79 Elm Street
 Hartford, CT 06106-5127
 860-424-3800



Nick Hodgkins (nick.hodgkins@maine.gov)

Brownfields Program
 ME DEP
 28 Tyson Drive
 Augusta, ME 04333-017
 207-287-4854



Threshold Criteria - Assessment

2. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts (cont'd):



Kerry Bowie (kerry.bowie@state.ma.us)

Director of Brownfields & Environmental Justice
 Massachusetts Department of Environmental Protection
 One Winter Street, 2nd Floor
 Boston, MA 02108
 617-556-1007



Rebecca Williams (rebecca.williams@des.nh.gov)

NH Department of Environmental Services
 Waste Management Division
 Hazardous Waste Remediation Bureau
 29 Hazen Drive - PO Box 95
 Concord, NH 03302-0095
 603-271-6573



Threshold Criteria - Assessment

2. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts (cont'd):



Cynthia Gianfrancesco
(cynthia.gianfrancesco@dem.ri.gov)
 RI DEM - Office of Waste Management
 235 Promenade Street
 Providence, RI 02908-5767
 401-222-2797 Ext. 7126



Patricia Coppolino
(coppolino.patricia@state.vt.us)
 VT Dept. of Environmental Conservation
 1 National Life Drive – Davis 1
 Montpelier, VT 05620-3704
 802-249-5822

23



Threshold Criteria - Assessment

3. Community Involvement

- Demonstrate how you intend to **inform** and **involve** the community and other stakeholders during the planning, implementation and other brownfields assessment activities you describe in your proposal.
- **TIP:** Summarize your Community Involvement Plan described later in Ranking Criteria.
- Provide **specific** but **concise** information.



24



Threshold Criteria - Assessment

4. Site & Property Ownership Eligibility

Site-Specific Proposals Only

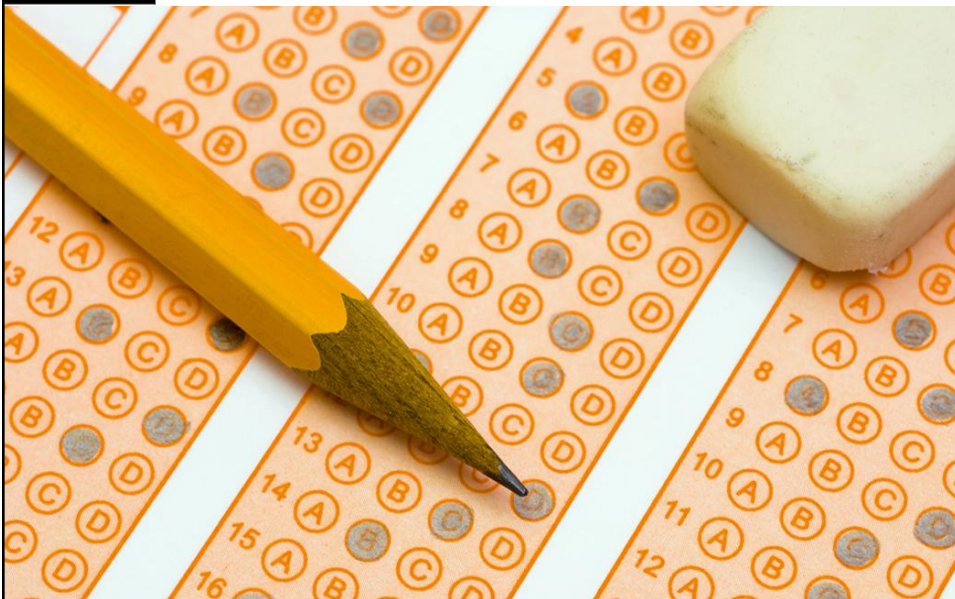
- Strong candidate sites should have broad community impacts and known redevelopment benefits.
- If you think you have that special site, call Christine Lombard (617-918-1305) to ensure that this is really the best strategy for your proposal.



25



Ranking Criteria





Ranking Criteria - Assessment

200 Points

- Ranking Criteria are in Section V.B of the Assessment Guidelines.
- There are **five** ranking criteria for a total of **200 points**.
- Make sure you answer all of the questions – many have more than one part.

27



Ranking Criteria - Assessment

200 Points

1. Community Need (45 points)
2. Project Description & Feasibility of Success (50 points)
3. Community Engagement & Partnerships (35 points)
4. Project Benefits (30 points)
5. Programmatic Capability & Past Performance (40 points)



Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond.

28



Ranking Criteria - Assessment

1. Community Need

1. Community Need (45 points)

- a. Targeted Community & Brownfields (20 points)
 - i. Targeted Community Description (5 points)
 - ii. Demographic Information (5 points)
 - iii. Brownfields (5 points)
 - iv. Cumulative Environmental Issues (5 points)
- b. Impacts on Targeted Community (15 points)
- c. Financial Need (10 points)
 - i. Economic Conditions (5 points)
 - ii. Economic Effects of Brownfields (5 points)

29



Ranking Criteria - Assessment

1. Community Need

What's the point??

- To capture the attention of the reviewer and get them on your side.
- This is not the place to discuss all of the community's good characteristics – **FOCUS ON THE BAD!**
- Proposals will be evaluated on the quality and extent to which you have presented a **compelling picture** of your brownfield(s) and the needs of your targeted community.
- This section provides the context for your project.

30



Ranking Criteria - Assessment

1. Community Need

What's the point??

- The needs defined provide the **foundation** of your later discussion of the brownfields project, planned community engagement and partnerships and the ways the project will ultimately benefit your targeted community.
- You must **identify your targeted community**, the community's brownfield issues and the impacts they have on the targeted community in which they are located.
- This section should also present the environmental, health and/or welfare, and economic **challenges faced by the targeted community as related to its brownfields**.

31



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

i. Targeted Community Description (5 points)

Include a brief description of your city, town, or geographic area to provide the reader some background on its cultural and industrial history that establishes the context for your brownfield challenges. Within this geographic area, identify and describe the targeted community where you plan to perform assessment activities, such as a neighborhood, district, corridor, census tract or other locality around which your project will focus.



32



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

i. Targeted Community Description (5 points)

- You must **clearly identify** and describe your targeted community or communities and **keep them consistent** throughout your proposal. This will set the stage for the rest of the proposal.
- Your targeted community contains:
 - ✓ Signs of distress, blight or neglect
 - ✓ Known or potential brownfields sites
 - ✓ Sensitive or vulnerable populations
 - ✓ Need for cleanup and redevelopment



33



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

ii. Demographic Information (5 points)

Provide demographic information about your targeted community including pertinent indicators of population, unemployment, poverty, minorities, and income such as those shown in the suggested table below, and **clearly cite the sources** of your data.



34



Ranking Criteria - Assessment

1.a. Targeted Community Description & Brownfields

ii. Demographic Information (5 points)

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (by Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538 ¹
Unemployment:				8.2% ²
Poverty Rate:				15.1% ³
Percent Minority:				26.7% ¹
Median Household Income:				\$49,445 ³
Other:				

¹Data is from the 2010 U.S. Census data and is available at <http://www.census.gov/>.
²Data is from the Bureau of Labor Statistics and is available at www.bls.gov
³Data is from the 2010 American Community Survey and is available at http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html

TIP: See **FAQs** for resources on demographic information.

35



Ranking Criteria - Assessment

1.a. Targeted Community Description & Brownfields

iii. Brownfields (5 points)

Describe your brownfields, as well as their **proximity to**, and effect on your **targeted community**. Provide information about the **nature and extent** of your brownfields such as past land uses and site activities, potentially related environmental issues or contaminants, and current conditions. Discuss the real or perceived negative **environmental impacts** associated with the brownfields.



36



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

iii. Brownfields (5 points)

- **Location, location, location!** Explain where the brownfields are in relation to your targeted community.
- Make the connection between the brownfields sites in your targeted communities and these impacts.
- Be as **specific** as possible. Use identified and/or potential sites as examples.
- **TIP: Hazardous substances & Petroleum proposals must discuss both types of sites and contaminants (when requesting both in one proposal).**

37



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

iii. Brownfields (5 points)

- For example include the following information:
 - ✓ **types** of brownfields and **contamination**, **number** of sites and, their **size** or **range of sizes**.
- Typical types of Brownfields sites:

✓ Corner Gas Stations	✓ Old mills
✓ Abandoned industrial complexes	✓ Tanneries
✓ Over 15 parcels totaling 10 acres in the heart of the targeted community.	✓ Dry Cleaners
- Discuss any actual or perceived negative environmental impacts
 - ✓ Include unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children.

38



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

iv. Cumulative Environmental Issues (5 points)

In addition to brownfields, provide a summary of other various cumulative environmental issues (e.g. siting of power plants, incinerators, industry, landfills, congested highways, or other sources of air, water and land pollution) or other environmental justice concerns which may be present.



39



Ranking Criteria - Assessment

1.a. Targeted Community & Brownfields

iv. Cumulative Environmental Issues (5 points)

- Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your targeted communities. These are **in addition to your Brownfields sites**.
- Figure out what your cumulative environmental issues are and any environmental justice concerns. Every community has issues, **find and discuss yours**.
- Provide information or statistics highlighting the cumulative environmental issues in your targeted community.
 - ✓ Power plants
 - ✓ Incinerators
 - ✓ Superfund sites
 - ✓ Other sources of air, water & land pollution
 - ✓ Industry
 - ✓ Congested Highways

40



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Impacts on Targeted Community

Describe how the issues discussed in this section have resulted in a **disproportionate impact** on the **targeted community**. Provide information describing the **threats to health or welfare of sensitive populations** such as children, pregnant women, minority or low-income communities, or other sensitive groups in the targeted community potentially subject to environmental exposures, including brownfields. Discuss the **impacts the brownfields have on public health or welfare of your targeted community**, such as:

- possible aggravation of public health issues, such as a greater than normal incidence of diseases or conditions (including cancer, asthma or birth defects) that may be associated with exposure to hazardous substances, pollutants or contaminants resulting from cumulative environmental conditions, including brownfields, or
- other impacts on the **general health and/or welfare** of the targeted community.

41



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Disproportionate Impact on the Targeted Community

- A disproportionate impact is the high burden of environmental pollution often borne by low-income, minority, and other disadvantaged populations (i.e. potential Environmental Justice communities of concern).
- **TIP:** Figure out what the disproportionate impacts to your targeted community are.
 - ✓ Visit and observe your targeted community .
 - ✓ Check the EnviroMapper website
<http://www.epa.gov/emefdata/em4ef.home>
 - ✓ Examples: commuter bus maintenance and repair facility in a residential neighborhood, town dump, etc.

42



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Health or Welfare of Sensitive Populations

- Describe threats to sensitive populations in your targeted community such as children, pregnant women, minority or low-income communities, or other sensitive groups.
- Discuss the issues as they pertain to environmental exposures and brownfields.
- See **FAQs**.
- **TIP:** Focus on the issues that support your story and are in your targeted community.

43



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Health or Welfare of Sensitive Populations

- **Health:** Include any health department statistics; communities near Brownfields; potential contamination pathways; active industry that is still a problem.
- What are some of the issues?
 - ✓ Cancer rates
 - ✓ Obesity
 - ✓ Blood lead levels
 - ✓ Asthma studies
 - ✓ Substandard housing
 - ✓ Limited access to health care



44



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Health or Welfare of Sensitive Populations

- **Welfare:** Include social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.
- What are some of the issues?
 - ✓ Blight
 - ✓ Abandoned properties
 - ✓ Community disinvestment
 - ✓ Burden on municipal services
 - ✓ Other impacts specific to your targeted community

45



Ranking Criteria - Assessment

1.b. Impacts on Targeted Community

Health or Welfare of Sensitive Populations

- Use data sources that give information on health and welfare indicators.
- Provide specific percentages of sensitive populations if they appear to have an impact on your targeted community.
For example: Does your targeted community skew towards an elderly population?
- If you need help with this, contact your health department.
- Some data can be found at:
 - ✓ Envirofacts – www.epa.gov/envirofww/
 - ✓ EJ View – www.epa.gov/environmentaljustice/mapping.html



Identify All Information Sources Used

46



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

Describe why you, as an applicant, need this funding and are unable to draw on other sources of funding because of a small population, low income or other factors of the targeted community. Describe how local economic conditions may have been made worse due to industrial decline, plant closures, natural disasters, or other significant economic disruptions.



47



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- Why do you need this funding?
 - ✓ All existing grant funds have been expended or are committed to ongoing projects.
 - ✓ A number of sites are in the pipeline and are ready to for assessment activities.
- Explain why you, **as the applicant**, are cash poor and why you need this grant.

48



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- Explain why you are unable to draw on other sources of funding for this work.
- **RPCs/COGs** - discuss your organization's limited ability, as well as the limited ability of the municipalities in which your targeted communities reside.
- Everyone is suffering from the economic downturn – **what makes your financial issues stand out?**
- Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.
 - ✓ decrease in tax base
 - ✓ state and city budget deficits
 - ✓ low income
 - ✓ disasters
 - ✓ properties in foreclosure
 - ✓ geographic issues
 - ✓ city spending cuts

49



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- If you have had plant closures, natural disaster, or significant economic disruptions – discuss!
 - ✓ Hurricanes
 - ✓ Floods
 - ✓ Snow storms
 - ✓ Nor'easters
 - ✓ Plant closures
 - ✓ Fires
 - ✓ Property foreclosures
 - ✓ Infrastructure degradation



50



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (5 points)

Elaborate on the demographic table above (Section V.B.1.a) and discuss the key economic effects (e.g. reduced tax base, lost jobs and business opportunities, depressed property values, ongoing costs to secure vacant properties, etc.) of the brownfields on the targeted community.

Describe the other economic effects associated with brownfields such as blight, property vacancy, community disinvestment, burden on municipal services, etc.

To the extent that this discussion may include quantitative estimates and statistics, clearly cite the sources of such data.

51



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (5 points)

- Discuss the sad and awful economic impact that brownfields are causing in your targeted community. Don't be shy, make the reviewer cry.
- Provide details that support the numbers in your chart
 - ✓ Include how they show impact to your targeted communities
 - ✓ Any regional considerations that demonstrate economic need
 - Economic distress
 - Minority, single head of household, rent vs. ownership, crime rate, drop out rate, etc.
- **TIP: Remember...this a Brownfields grant!** Link the key economic impacts to Brownfields in your target community.



Identify all information sources.

52



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (5 points)

- Focus on the economic decline in your targeted community in the last few years at it relates to your **Brownfield sites**.
- Provide **specific examples** (the mill closed, the fish processing plant closed, closure of small businesses in your targeted area, etc).
 - ✓ Lost jobs and business opportunities
 - ✓ Deterioration of active properties
 - ✓ Moving out of business/industry
 - ✓ Low income
 - ✓ Lack of Investment
 - ✓ Reduced tax base
- **TIP:** Be sure you are accounting for these things in the **Other Factors Checklist**.

53



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

2. Project Description & Feasibility of Success (50 points)

- a. Project Description (25 points)
 - i. Project Description (10 points)
 - ii. Project Management Approach (5 points)
 - iii. Site Selection (10 points)
- b. Task Description & Budget Table (20 points)
 - i. Task Description (15 points)
 - ii. Budget Table (5 points)
- c. Ability to Leverage (5 points)

54



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

2. Project Description & Feasibility of Success

What is the purpose?

- To show how your project will further the targeted community's land use and revitalization plans or vision.
- To demonstrate a reasonable approach and methodology to achieve project goals.
- To provide a realistic basis for project costs.
- To assure the reviewer that there are available and sufficient resources to complete the project.

55



Ranking Criteria - Assessment

2.a Project Description

In preparing your Project Description, think about:

- ✓ What is the overall redevelopment vision for your targeted community?
- ✓ Do you have a vision for the program under this grant funding?
- ✓ What eligible assessment activities are needed to accomplish your project?
- ✓ What steps are necessary to implement your project?
- ✓ What deliverables/outputs will you produce?
- ✓ Who is involved in your project?
- ✓ **TIP:** Is your project going to benefit the people in the targeted community? Will your project integrate **Equitable Development Principles** or promote the **Livability Principles**?

56



Ranking Criteria - Assessment

2.a Project Description

In preparing your Project Description, think about (con't):

- ✓ How will you procure, integrate and use a **Qualified Environmental Professional (QEP)**? [not a consultant]
- ✓ What role will EPA have in your project?
- ✓ What role will the environmental state agency have in your project?
- ✓ What role will the local or state health department have in your project?
- ✓ Have you demonstrated knowledge of your state's Voluntary Cleanup Program?
- ✓ What outreach methods will you use to communicate with the affected public/targeted community?

57



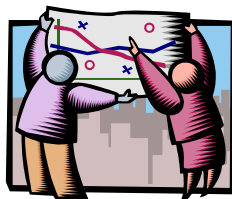
Ranking Criteria - Assessment

2.a Project Description

i. Project Description (10 points)

Describe the project that will be funded under this grant and how the project aligns with the targeted community's land use and revitalization plans or vision.

In addition to the description of the grant-funded assessment work, describe the redevelopment strategy or projected redevelopment for the property or properties that are assessed.



58



Ranking Criteria - Assessment

2.a Project Description

i. Project Description (10 points)

- Describe the plan you have for utilizing **this** funding.
 - ✓ Make the connection between the **targeted community** you described previously in **Community Need** and what you want to accomplish with this funding.
 - ✓ Specifically, describe your project aligns with your vision for revitalization in your targeted communities, such as:
 - Community master plans
 - Results of charrettes
 - Community meetings
 - ✓ Demonstrate that your project is integrated into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.

59



Ranking Criteria - Assessment

2.a Project Description

Examples of grant funded assessment work:

- ✓ Procuring a QEP in compliance with competitive procurement procedures
- ✓ Working with property owners
- ✓ Describing access agreements
- ✓ Site eligibility approval for hazardous substance sites and petroleum sites (if applicable)
- ✓ Outreach activities you will implement during the grant
- ✓ Conducting Phase I assessments in accordance with ASTM standards and complying with AAI
- ✓ Phase II assessments
- ✓ Cleanup and reuse planning activities
- ✓ Site enrollment into the state's voluntary cleanup program (if appropriate)

60



Ranking Criteria - Assessment

2.a Project Description

i. Project Description (10 points)

• Redevelopment Strategy:

- ✓ Make the connection between the **Community Need** you described previously and what you want to accomplish with this funding.

Community Need/Issue	Proposed Redevelopment
Food desert	Neighborhood grocery store
Limited quality housing for low-income residence	Apts/housing units for low-income housing
High unemployment rate for skilled workers	Developing a manufacturing plant; hire local

- **TIP:** The more you know about the end use of your sites, **the better you can tell your story.**

61

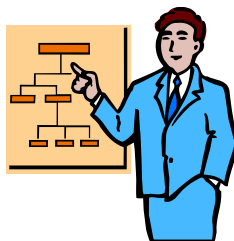


Ranking Criteria - Assessment

2.a Project Description

ii. Project Management Approach (5 points)

Describe the project management approach which will be used to ensure completion within 3 years (address timing of contractor procurement, site selection, and site access).



62



Ranking Criteria - Assessment

2.a Project Description

- ii. Project Management Approach (5 points)
- Describe the overall management of your project
 - ✓ The function & makeup of your steering committee (if applicable)
 - ✓ Who will manage the grant
 - Address QEP procurement process
 - ✓ Release RFP for QEP soon after award
 - ✓ Steering Committee role (if applicable)
 - Describing your site nomination process
 - ✓ Do you have sites ready to go
 - ✓ Nomination forms
 - ✓ Steering Committee role (if applicable)
 - Working with property owners to get site access

63



Ranking Criteria - Assessment

2.a Project Description

- ii. Project Management Approach (5 points)
- Think about and describe a timeline to complete your project in 3 years.
 - For example:
 - ✓ Draft schedule of your projected milestones
 - ✓ Release RFP within X months of award
 - ✓ Hire a QEP within X months of award
 - ✓ Conduct site inventory before grant award
 - ✓ Conduct X Phase Is within X months of award
 - ✓ Frequency of community/steering committee meetings
 - **TIP:** If you have previously managed Brownfields grants, the discussion must focus on how you will manage THIS new grant.

64



Ranking Criteria - Assessment

2.a Project Description

iii. Site Selection (10 points)

For **community-wide** and **assessment coalition proposals**, describe the process for prioritizing and selecting sites to assess, and for obtaining access to those sites.

TIP: Ensure the site selection criteria are broad enough to accept a wide-range of sites.

OR

For **site-specific assessment proposals** describe the existing conditions of the subject property including anticipated levels of contamination, size, and/or status of ownership of the site.

65



Ranking Criteria - Assessment

2.a Project Description

iii. Site Selection (10 points)

- **Discuss your process for selecting sites**
 - ✓ Nomination forms
 - ✓ Recommendations from the QEP
 - ✓ Site prioritization criteria
 - ✓ Requesting communities to propose sites
 - ✓ Prior site inventories
 - ✓ Internal decision making process
- **Discuss obtaining access to sites**
 - ✓ Have draft access agreements
 - ✓ QEP working with property owners
 - ✓ If you already own any of the proposed sites, tell us

66



Ranking Criteria - Assessment

2.b Task Description & Budget Table

i. Task Description (15 points)

List the tasks required to implement the proposed project. Describe the work that will take place under each task including grant-funded work and any supplemental work or services necessary to carry out the project that will be funded by sources other than this grant. (Activities not supported by the grant **should not** be included in the budget table.)

Identify and enumerate specific outputs from the project, which may include, but are not limited to, Phase I environmental site assessments, Phase II environmental site assessments, site cleanup plans, area-wide plans, or site inventories. [Refer to Section I.E.2 for an explanation of outputs.]

67



Ranking Criteria - Assessment

2.b Task Description & Budget Table

i. Task Description (15 points)

Provide a cost estimate for each **grant-funded** task, which describes the basis for the estimated costs, and specifies costs by the budget categories shown in the table below. Where appropriate, present unit costs and quantify work products (e.g., Contractual Costs: Conduct Phase 1 assessments on five sites at a cost of \$2,500 each for a total of \$12,500). Explain any costs that appear to be atypical (i.e., unusually high or low). Do not include tasks for activities that are ineligible uses of funds under EPA's assessment grant (e.g., land acquisition, building demolition that is not necessary to assess contamination at the site, building or site preparation, or administrative costs, such as indirect costs). Please refer to the Brownfields **FAQs** for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact Frank Gardner (gardner.frank@epa.gov).

68



Ranking Criteria - Assessment

2.b Task Description & Budget Table

i. Task Description (15 points)

- We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supplies costs.
- The most common major tasks include:
 - ✓ Task 1 - Cooperative Agreement Oversight
 - ✓ Task 2 - Community Outreach & Engagement
 - ✓ Task 3 - Phase I Site Assessment Activities
 - ✓ Task 4 - Phase II Site Assessment Activities
 - ✓ Task 5 - Site Reuse and Cleanup Planning
- **TIP:** Majority of funds should be allocated towards site assessment activities.
- **Coalitions applicants** MUST plan to address a min. of 5 sites.

69



Ranking Criteria - Assessment

2.b Task Description & Budget Table

i. Task Description (15 points)

- Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- Include activities funded by other funding sources such as in-kind resources for this grant only.
- Examples:
 - ✓ **Personnel costs – grant funded:** Be precise in explaining what your personnel cost will be – who is doing what. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
 - ✓ **Personnel costs – in-kind resources:** Include a statement that describes where the funds are coming from; e.g., town funds, organization budget. (not required to break down costs)

70



Ranking Criteria - Assessment 2.b Task Description & Budget Table

i. Task Description (15 points)

- Examples (continued):
 - ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
 - ✓ Supplies – grant funded: Provide a list of supplies reflective of cost in table.
 - ✓ Phase I Assessments – grant funded: Estimate 6 Phase Is at \$xx = \$xx.
 - ✓ Phase II Assessment – grant funded: Estimate Phase II costs = \$xx total contractual in task.

71



Ranking Criteria - Assessment 2.b Task Description & Budget Table

i. Task Description (15 points)

- **TIPS:**
 - ✓ We recommend you do not include any equipment costs.
 - ✓ DO NOT use the term 'administrative'.
 - ✓ If personnel & contractual costs are in the same task, describe activities associated with each cost (your part, their part).
 - ✓ Typical personnel related cooperative agreement oversight task costs are no more than 10% of funds requested. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.

72



Ranking Criteria - Assessment 2.b Task Description & Budget Table

i. Task Description (15 points)

- **TIPS:**

- ✓ Don't forget to include projected **outputs** where possible for each task.
- ✓ Provide a brief justification of proposed Phase I and Phase II costs (e.g., past experience, from working with the state environmental professional).
- ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**

73



Ranking Criteria - Assessment 2.b Task Description & Budget Table

ii. Budget Table (5 points)

Using the sample table format below, indicate how EPA grant funds will be used for the specific tasks described above. Specify the costs by budget category. Include **ONLY EPA** grant funds in this table.

Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either **two separate budget tables, or two separate line items** within one budget table, which distinguish hazardous substance funds from petroleum funds. Task descriptions and budget estimates must distinguish hazardous substance funds from petroleum funds.



Note: Even if applying via Grants.gov, please use the table format below.

74



Ranking Criteria - Assessment 2.b Task Description & Budget Table

Sample Format for Assessment Budget

Budget Categories	Project Tasks				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies					
Contractual/ QEP					
Other (specify) _____					
Total:					

¹ Travel to brownfield-related training conferences is an acceptable use of these grant funds.
² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for assessment grants.

75



Ranking Criteria - Assessment 2.b Task Description & Budget Table

ii. Budget Table (5 points)

• **TIPS:**

- ✓ Use the table format provided in the guidelines to present your budget.
- ✓ Do not include any non-EPA funded costs including estimates of in-kind services.
- ✓ Make sure the amounts add up.
- ✓ If you are submitting **one** proposal for both hazardous substances and petroleum, **clearly differentiate both sources of funding in your budget.**

76



Ranking Criteria - Assessment

2.c Ability to Leverage

c. Ability to Leverage (5 points)

Describe other sources of funding or resources that you have or may be seeking to ensure the successful revitalization of brownfields sites assessed with this grant. This should include public or private resources (beyond this grant) to achieve assessment, cleanup, and/or redevelopment needs of brownfields sites.

If you are not yet able to identify sources of leveraged funding needed for this project, then provide a recent example where you or your project partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site). Attach copies of documentation to this proposal for any “firm leveraged” resources identified in this section. See the Brownfields FAQs for more information on how to demonstrate leveraging commitments.

77



Ranking Criteria - Assessment

2.c Ability to Leverage

- Include a good mix of resources
 - ✓ Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
 - ✓ State (State TBA, Tax Credits)
 - ✓ Local (TIF, Tax, Bond)
 - ✓ Private (Foundation, Investors, Donations)



78



Ranking Criteria - Assessment

2.c Ability to Leverage

- For each resource:
 - ✓ **Identify** the organization and **type** of resource.
 - ✓ Describe **how** the funds will contribute to the success or performance of your proposed project such as cleanup and reuse planning, site cleanup activities, development, construction, demolition work, infrastructure, etc.
 - ✓ State the **amount**.
 - ✓ Indicate **status** of obtaining the resource
 - If secured, attach documentation
 - If not secured, explain the likelihood of obtaining funds during the grant period
- Also, provide examples of past leveraging successes from similar projects.

79



Ranking Criteria - Assessment

2.c Ability to Leverage

- Discuss status of obtaining resources
 - If funds are already secured**
 - ✓ Demonstrate firm commitments for additional funds/resources (**most favorable**).
 - ✓ Attach documentation!
 - ✓ The documentation should be from the source of the leveraged funds and should include what the resource is for and amount (if possible) – this should be consistent with your narrative.
 - ✓ Make sure you check the appropriate box off on the Other Factors/Special Considerations Checklist.

80



Ranking Criteria - Assessment

2.c Ability to Leverage

- Discuss status of obtaining resources
 - If funds are already secured (continued)**
 - ✓ Examples of firm commitments:
 - Other grant awards you have already received
 - Commitments from developers ready to begin once site is assessed & cleaned up
 - Other organizations that are willing to give you financial support to accomplish your project
 - ✓ If documentation is missing – you will not receive full points.
 - ✓ Letters that come in after the proposal due date will not qualify, so work on this right away!

81



Ranking Criteria - Assessment

2.c Ability to Leverage

- Discuss status of obtaining resources
 - If funds are not secured**
 - ✓ Provide examples of past leveraging successes from similar projects that achieved a community environmental or revitalization goal.
 - ✓ Discuss your experience receiving this type of funding
 - ✓ Give an indication of the likelihood of obtaining funds during the grant period.
 - ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.

82



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

3. Community Engagement & Partnerships (35 points)

- a. Plan for Involving Targeted Community... (15 points)
- b. Partnerships with Government Agencies (10 points)
 - i. Local, State or Tribal Environmental & Health Agencies (5 points)
 - ii. Federal, State, & Local Governmental Agencies (5 points)
- c. Partnerships with Community Organizations (10 points)

83



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

3. Community Engagement & Partnerships (35 points)

What's this all about?

- ✓ This section demonstrates how you will **inform** and **involve** the community and other stakeholders during the **planning and implementation** of your project.
- ✓ Explain how your proposed community engagement plan will **meet the needs** of the targeted community identified in the Community Need.
- ✓ Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.

84



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

a. Plan for Involving Targeted Community... (15 points)

Discuss your plan for **involving the targeted community** and other stakeholders (such as neighborhood organizations, citizens groups, property owners, lenders, business organizations and developers) in the planning and implementation of your project (which may include project planning, site selection for assessments, cleanup decisions, and reuse planning).

Describe your plans for **communicating the progress** of your project, addressing the needs of the targeted community, to community members. The description should include a discussion of why the plans identified are appropriate for the targeted community.



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

a. Plan for Involving Targeted Community... (15 points)

Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and internet forums. Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project.



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

Discuss your plan for involving the affected community... in the planning & implementation...

- Consider all the types of partners listed in this criterion and show the plan/process for:
 - ✓ searching them out,
 - ✓ working with them as part of the grant, and
 - ✓ how you will get input from the community on the site selection, cleanup decisions and reuse planning.
- **RPCs** and **COGs** need to include their local city/town governments as primary stakeholders and show how they work with them in this process.

87



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

Describe your plans for communicating the progress of your project ... to community members

- Describe **your plans** for using the **appropriate means** to reach your targeted community such as:
 - ✓ Various media
 - Applicant's & partner's websites
 - Social media
 - Press releases & other uses of print media
 - Flyers
 - ✓ Public meetings
 - Commit to number, frequency, or milestone
 - Select convenient location in the affected community
 - Schedule meetings for working public
 - Coordinate with other community group meetings

88



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

Describe your plans for communicating the progress of your project ... to community members

- Discuss why these methods are appropriate for your targeted community.
- Address **all potential** communication barrier(s).
 - Plans to translate materials (at meetings & literature)
 - Plans to accommodate cultural differences
 - Plans to accommodate those with hearing/reading impairments
 - Relate to demographic data provided in the **Community Need** section (the reviewer will remember)

89



Ranking Criteria - Assessment

3.a Plan for Involving Targeted Community

Describe your plans for communicating the progress of your project ... to community members

- **TIPS:**
 - You need to demonstrate a balance of all these methods to ensure you are successful in reaching your targeted community.
 - Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.

90



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

b. Partnerships with Government Agencies (10 points)

Describe your current efforts and plans to initiate and develop new, or to access existing, partnerships with the following governmental entities, including a description of the role they would play to ensure your brownfields project is successful:

- i. Your local/state/tribal environmental and health agencies as applicable to your state and local procedures – please briefly explain your local environmental oversight structure (5 points)
- ii. Other relevant federal, state, and local governmental agencies (5 points)

91



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Your local/state/tribal enviro & health agencies (5 points)

- Discuss the **key role** these agencies play in your grant, and how you will work together during the various phases of assessment work.
- **Local/State/Tribal Environmental Agencies**
 - ✓ Provide **specific details** on what the state will do for you.
For example:
 - approve site eligibility (petro)
 - review environmental reports
 - provide technical expertise
 - participate on steering committee
 - ✓ Indicate definitive plans to enroll site(s) in state voluntary cleanup program.

92



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Your local/state/tribal enviro & health agencies (5 points)

- **Local/State/Tribal Environmental Agencies**

- ✓ Local environmental oversight structure in New England = the state environmental agencies.
- ✓ **Note:** MA and CT applicants need to describe their privatized programs to unfamiliar reviewers (define LSP/LEP and their role, cleanup completion documentation, liability protections, etc.).

93



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Your local/state/tribal enviro & health agencies (5 points)

- **Health Agencies**

- ✓ Discuss the setup of the health agencies in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- ✓ Include the services they can provide and the role they will play in your project during the various phases of assessment work, including:
 - Information on known health risks in your community
 - Information on sensitive populations in your community
 - Situations of identified immediate risks to human health


- **TIP:** At a minimum, every state has a health department that you can coordinate with.

94



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

- ii. Other relevant federal & state gov't agencies (5 points)
 - Discuss the role of other federal agencies such as:
 - ✓ HUD
 - ✓ DOT
 - ✓ EDA
 - ✓ USDA
- 
- Discuss the role other state agencies will play in your project.
 - Mention your working relationship with EPA.
 - If you are a beneficiary of a HUD/EPA/DOT partnership project, don't forget to mention your role and involvement. Make sure you check the box in the Other Factors Checklist.

95



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

- c. Partnerships with Community Organizations (10 points)

Describe your current efforts and plans to initiate and develop partnerships with community organizations and discuss how they will be involved in the planning and implementation of your project.

 - Include a description of each organization involved in your project.
 - Describe the role and affirm commitments that each of these organizations will make in planning and implementation of the project. EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.
 - Letters of Support - Attach to the proposal current letters from all of the community organizations you have listed. These letters should discuss their support of the project, and describe and affirm their roles and the commitments they make to the planning and implementation of the project. The numbers of partners is not as important as the contributions of their organization.

96



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

c. Partnerships with Community Organizations (10 points)

Note: If there are no community organizations in your community, then state this and demonstrate how the community is engaged and will continue to be involved in your project. This can be done by including support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.

Examples of community organizations might include, but are not limited to, civic organizations, local citizen groups, business groups, environmental, local labor groups, local advocacy organizations, and educational institutions. Community organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials. See FAQs for more information about Community-Based Organizations.

97



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

Describe your current efforts to initiate & develop partnerships...

- What are your current efforts and plans...?
 - ✓ For example: You have been in discussion with COs over the last few months about your brownfields program.
- How will they be involved in the planning & implementation?
 - ✓ This is much more than just support!
 - ✓ CBOs involvement should be **meaningful** and **specific**.
- **Note:** EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.

98



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

- In your narrative you will:
 - ✓ Describe each CO
 - ✓ Indicate the services they will provide to your project
 - ✓ Affirm their commitment to your project
- Present them as partners and their assistance in the grant in terms of **commitments**.
- **TIPS:**
 - ✓ If not intuitive, explain what makes each organization a CO for your targeted communities.
 - ✓ The use of a chart can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient.

99



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

Letters of Support

- You will include, as a separate attachment, a **Letter** from **EACH** CO listed in your narrative.
 - ✓ The letters will describe **project role and commitments** that the CO will make to your project.
 - ✓ Do **NOT** utilize form letters. Each letter should speak to the organization's view of your brownfields work.
 - ✓ The commitments specified in the narrative should be **identical** to the commitments specified in the letters.
 - ✓ How many key COs do you need? How many will get you the ten points?
 - ✓ **TIP:** Do not include organizations that are not COs in an attempt to beef up this response - you may lose points!

100

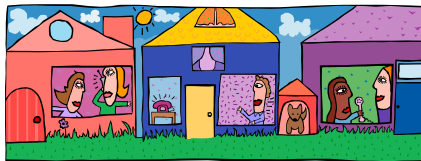


Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

If there are no community organizations in your community ...

- Provide background information affirming the lack of such organizations and why.
- Demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.



101



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

Some examples of COs:

- ✓ Environmental non-profits (i.e. rail to trail type organizations)
- ✓ Economic development organizations
- ✓ Community Development Corporations (CDCs)
- ✓ Social services providers
- ✓ Downtown development committees
- ✓ Chambers of Commerce
- ✓ Churches
- ✓ Revitalization committees
- ✓ Affordable housing organizations
- ✓ Land trusts
- ✓ Neighborhood associations
- ✓ Regional economic strategy groups
- ✓ Health organizations
- ✓ Education institutions
- ✓ Historic and cultural organizations

102



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

Some examples of what COs can do for your project:

- Participate on the steering committee
- Participate on the site selection committee
- Talk to their constituency about specific sites or the role of brownfields redevelopment in the targeted community
- Host public meetings
- Host design charrettes
- Become involved in the cleanup/reuse planning process
- Help to post community outreach material on web and/or in newsletters
- Provide financial or legal advice
- Assist with proposal preparation (no grant funds spent)
- Provide technical assistance (QEP, QA)

103



Ranking Criteria - Assessment

4. Project Benefits

4. Project Benefits (30 points)
 - a. Health and/or Welfare & Environment (10 points)
 - b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 points)
 - i. Planning, Policies, Ordinances or Other Tools (5 points)
 - ii. Equitable Development or Livability Principles (5 points)
 - c. Economic or non-Economic Benefits (10 points)
 - i. Economic Benefits or Greenspace/Non-Profit (5 points)
 - ii. Local Hiring, Procurement & Job Training (5 points)

104



Ranking Criteria - Assessment

4. Project Benefits

What am I doing here?

- This section describes the anticipated long term benefits expected from your project **in context of the needs** discussed in the Community Need and the broader planning efforts as discussed in the Project Description.
- This is not the workplan – it's the vision!
- What will the welfare of your community look like?
- What will your environment look like?
- How will your community adverse health outcomes be improved?
- How do you envision your unemployment rate will change/drop?
- Can you quantify the potential results?
- What reuse is listed in the community's Master Plan?

105



Ranking Criteria - Assessment

4.a Health and/or Welfare & Environment

4.a Health and/or Welfare & Environment (10 points)

Describe the health and/or welfare and environmental benefits anticipated from this grant (or broader project). Describe how these benefits will address the health and/or welfare and environmental challenges in the Community Need (Section V.B.1).



106



Ranking Criteria - Assessment

4.a Health and/or Welfare & Environment

- Discuss the specific **Health** and/or **Welfare and Environmental** benefits anticipated from the revitalization of sites assessed under this grant.
- **Tip:** Go back to the **Community Need** section and make sure the specific health, welfare and environmental challenges are addressed as benefits.

107



Ranking Criteria - Assessment

4.a Health and/or Welfare & Environment

Example anticipated benefits

- **Health Benefits**
 - ✓ Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants
 - ✓ Asthma reduction due to improved air quality (diesel emissions)
 - ✓ Lower blood lead level
 - ✓ Drinking supply protection or restoration
- **Welfare Benefits**
 - ✓ A better quality of life
 - ✓ Blight reductions
 - ✓ People moving back
 - ✓ Crime reduction
 - ✓ Greater care of property appearances



108



Ranking Criteria - Assessment

4.a Health and/or Welfare & Environment

Example anticipated benefits

- **Environmental Benefits**
 - ✓ Understanding the nature and extent of contamination at your sites.
 - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas).
 - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).

109



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

i. Planning, Policies, Ordinances or Other Tools (5 points)

Describe how your community is using planning, policies, ordinances or other tools to foster and implement sustainable redevelopment. Provide examples which may be pertinent to the proposed project such as using existing infrastructure, green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy.



110



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

i. Planning, Policies, Ordinances or Other Tools (5 points)

- Describe what tools your community has in place to encourage sustainable development.

- Examples must be relevant to your proposed project/sites and targeted reuse scenario(s).

✓ **Are you trying to foster mixed use development?**

DO YOU HAVE:

- Multi-use Zoning?
- Is it part of your community's comprehensive plan?
- An ordinance that facilitates the mixed reuse of brownfield properties and existing infrastructure?

✓ **Are you trying to make your community more walkable and energy efficient?**

DO YOU HAVE:

- Transit Oriented Development Plans?
- Energy Efficiency Incentives from utilities or government entities?
- Complete Street Planning? Requirements for Green Building Standards?

111



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

ii. Equitable Development or Livability Principles (5 points)

Provide one example of efforts you have taken in your planning to integrate equitable development or livability principles for cleanup and revitalization of brownfields, such as improved transportation choices, affordable housing, and other considerations as described in the guidelines.



112



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

ii. Equitable Development or Livability Principles (5 points)

- Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of the sites and not displace residents historically affected by brownfields.
- Equitable development outcomes result from intentional strategies put in place to ensure that your targeted community not only participates in, but benefits from, the decisions that shape their neighborhood and region.
- **TIP:** Link back to the demographics in **Community Need** (e.g., low-income, minority populations)

113



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

ii. Equitable Development or Livability Principles (5 points)

- Here are some ideas on **Equitable Development**:
 - ✓ Demonstrate awareness of gentrification and intent to minimize displacement.
 - ✓ Include information on redevelopments with affordable housing.
 - ✓ Include information on incentives to retain local businesses in mixed-use or commercial developments.
 - ✓ Does reuse include community center or public space that benefits residents?
 - ✓ Relation to master plans for transit oriented design or smart growth.
 - ✓ Describe partnerships with local community development corporations if you are working with them to redevelop sites.
 - ✓ Compliance with community design charrettes.
 - ✓ Are you maintaining access to community and natural resources through public walkways or park space?

114



Ranking Criteria - Assessment

4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

ii. Equitable Development or Livability Principles (5 points)

- **Livability Principles**

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.
6. Value communities and neighborhoods.

- **TIP:** You do not need to be part of a Partnership for Sustainable Communities (PSC) project to demonstrate that your brownfields project addresses the livability principles.
- **TIP:** If your targeted community is also a part of a PSC project, it should be mentioned here. Information on where PSC grants have been awarded can be found at <http://www.sustainablecommunities.gov/map.html>

115



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

i. Economic Benefits or Greenspace/Non-Profit (5 points)

Discuss **economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. Be as specific as possible;

OR

Discuss other **non-economic benefits** associated with sites to be reused for greenspace or other not-for-profit activities. Examples may include areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces libraries, schools, health centers, community centers, fire stations, etc.

116



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

- i. Economic Benefits or Greenspace/Non-Profit (5 points)
- Notice the “or” language here. You only have to respond to one.
 - **TIP:** If you have discussed both economic and non-economic challenges in your proposal, you should address **both types of benefits**.
 - Be sure these benefits reflect the needs of your targeted communities.
 - Even if specific reuse plans may not be evident, describe the **potential benefits** based on the vision of your overall story and what your community needs. After all, creating redevelopment in your community is the reason you are applying for this grant.

117



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

- i. Economic Benefits or Greenspace/Non-Profit (5 points)
- **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. **Provide quantitative estimates where feasible.**
 - Make every effort to provide quantitative estimates.
 - ✓ Number and types of jobs
 - ✓ Taxes (Property, Sales, Income)
 - ✓ Property values
 - ✓ Other benefits resulting from area-wide economic development



118



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

i. Economic Benefits or Greenspace/Non-Profit (5 points)

- **Non-economic benefits** associated with sites to be reused for greenspace and other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.

- **Greenspace Reuse**

- ✓ Recreational space & parks
- ✓ Rails to trails
- ✓ Wetlands, greenspace & open space
- ✓ Greenspace components in commercial and industrial redevelopment
- ✓ Preservation of open space on urban edge



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

i. Economic Benefits or Greenspace/Non-Profit (5 points)

- **Non-Profit & Charitable Reuse**

- ✓ Affordable housing
- ✓ Community Center
- ✓ Local Governmental



- **TIP:** Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

ii. Local Hiring, Procurement & Job Training (5 points)

Describe any planned efforts to promote local hiring and procurement or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects. Such efforts may include, but are not limited to partnering with local workforce development entities or Brownfields job training grantees.



121



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

ii. Local Hiring, Procurement & Job Training (5 points)

- Identify if your community has any **Local Hiring Ordinance** in place.
- Consider including local hiring language in your **procurement documents** (does not have to be specific to assessment field work).
- Coordinate with Regional Workforce Investment Boards to promote job opportunities that arise from Brownfields funding.
- Coordinate with **ONE STOP Career Centers** in your community.
- Consider enlisting your QEPs to participate in local job fairs.

122



Ranking Criteria - Assessment

4.c Economic or Non-Economic Benefits

- ii. Local Hiring, Procurement & Job Training (5 points)
 - Discuss the role the workforce development organization(s) will play in your project.
 - ✓ Make yourself familiar with your local job training program(s), EPA or other.
 - ✓ Refer to brownfields toolbox for information on EPA funded Job Training Programs at www.brownfields-toolbox.org
 - ✓ We want to see that you are making the connections between job training graduates and the contractors you will be hiring.
 - If there are no job training programs in your immediate area, **say so**, and describe efforts to link members of the community to potential employment opportunities related to your proposed projects.

123



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

- 5. Programmatic Capability & Past Performance (40 points)
 - a. Programmatic Capability (24 points)
 - b. Audit Findings (2 points)
 - c. Past Performance and Accomplishments (14 points)
 - i. Currently or Has Ever Received an EPA ARC BF Grant (14 points)
 - 1. Compliance with Grant Requirements (7 points)
 - 2. Accomplishments (7 points)
 - ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements (14 points)
 - 1. Purpose and Accomplishments (7 points)
 - 2. Compliance with Grant Requirements (7 points)
 - iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (9 points)

124



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

5. Programmatic Capability & Past Performance (40 points)

What are talking about here?

- This section demonstrates that your organization has the experience, knowledge and resources necessary to ensure successful completion of all required aspects of this project and grant.
- It considers your programmatic and grant management capacity.
- It's your plan for measuring and reporting your outputs and outcomes.
- Discuss your past and/or current performance on awarded assistance agreements.

125



Ranking Criteria - Assessment

5.a Programmatic Capability

5.a Programmatic Capability (24 points)

Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience.

Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subawardees) required to successfully complete the project. Please refer to Section IV.E. and F. regarding contractors and subawards.

126



Ranking Criteria - Assessment

5.a Programmatic Capability

Describe the organizational structure you will utilize ...

- Describe your project management and how they will manage this grant.
- Provide details on staff expertise, qualifications and experience.
- Name names on who will be involved with this grant and point out other expertise you can draw on in your organization.

127



Ranking Criteria - Assessment

5.a Programmatic Capability

Describe the system(s) you have in place to appropriately acquire any additional expertise and resources ...

- Describe your methods of acquiring needed expertise and resources through competitive procurement.
 - ✓ QEPs
 - ✓ Legal assistance for access agreements



128



Ranking Criteria - Assessment

5.b Audit Findings

5.b Audit Findings (2 points)

Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds), please describe how you have corrected, or are correcting, the problems.

If you have not, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. *[Failure to address this section will result in zero points for this factor.]*

129



Ranking Criteria - Assessment

5.b Audit Findings

- Describe any adverse audit findings.
- Describe any past grant management issues and how you are correcting or have corrected them.
- **If you have no adverse audit findings tell us that! Be sure to respond to this criterion or you will receive zero points!**



Illustration by Chris Gash

130



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

- If you have ever received an EPA Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant, respond to **5.c.i**
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to **5.c.ii**
- If you have never received any type of federal or non-federal assistance agreements, respond to **5.c.iii**



**You must respond to one of these criteria.
Be careful which one you respond to!**

131



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

- i. **Currently or Has Ever Received an EPA Brownfields Assessment, Brownfields, & Cleanup Grant (14 points)**

Identify and provide information regarding each of your current and most recent EPA assessment, revolving loan fund or cleanup brownfields grant(s) (**but no more than five**).

Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

1. Compliance with grant requirements (7 Points)
2. Accomplishments (7 Points)

132



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (7 points)

Discuss your compliance with the work plan, schedule and terms and conditions. Include whether you have made, or are making, sufficient progress towards achieving the expected results of the grant in a timely manner? If you are not, please explain why. What corrective measures did you take, or are you taking, and how did you document and communicate them?

Discuss your history of timely and acceptable quarterly performance and technical reporting, as well as, ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.

133



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (7 points)

For all **open** EPA Brownfield grant(s), please explain your need for additional funding. Additionally, for all open grant(s) indicate if there are funds remaining, the grant period (start and end date) and the plan for expenditure by the end of the grant period.

For all **closed** EPA Brownfields grant(s), indicate if there were funds remaining at the time of closure, the amount of remaining funds and a brief explanation of why the funds were not expended.



134



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (7 points)

- Demonstrate how you have successfully managed and performed all phases of work under these grants, **including how the desired outcomes were met by providing information on:**
 - ✓ Compliance with grant requirements and making sufficient progress
 - Following the Work Plan
 - Staying on Schedule & meeting milestones
 - Complying with Terms and Conditions
 - ✓ If not, what corrective measures did you take?

135



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (7 points)

- Discuss timely reporting/submission of:
 - ✓ Quarterly reports
 - ✓ Ongoing ACRES reporting
 - ✓ Phase I & II reports
- Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**

136



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (7 points)

- Funding expenditures
 - ✓ Explain the need for additional funding
 - ✓ For your **open** Brownfields ARC grants
 - Provide the current remaining balance
 - Discuss your plans for expending the remaining balance in a timely manner
 - ✓ For your **closed** Brownfields ARC grants
 - Tell us if you had an unexpended balance at the end of your grant and the amount
 - Explain why all funds were not expended

137



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

i.2 Accomplishments (7 points)

- Describe your successes with the EPA Brownfields funding
- Discuss the specific outputs of your grants
 - Phase Is & IIs
 - Cleanup Plans
 - Cleanup completes
 - Loans & subgrants
 - Outreach activities
- **TIP:** Look in ACRES for your past accomplishments.
- Discuss that you reported accomplishments to EPA in ACRES at the time of proposal submission.

138



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

- ii. Has Not Received an EPA Brownfields Grant but Has Received Other Federal or Non-Federal Assistance Agreements (14 points)

Identify and describe each of your current and/or most recent federally and non-federally funded grants (**no more than five**) that are most *similar in size, scope, and relevance to the proposed project*. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

1. Purpose and Accomplishments (7 Points)
2. Compliance with grant requirements (7 Points)

139



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

- ii.1 Purpose & Accomplishments (7 points)

Describe the awarding agency/organization, amount of funding, and purpose of the grant(s) you have received.

Discuss the specific accomplishments, and outputs and outcomes of the project supported by these grants, including specific measures of success for the project supported by each type of grant received.

140



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (7 points)

- Select grants that are similar in size, scope & relevance to your proposed project.
- Identify current and/or prior federally and non-federally funded assistance agreements received.
- For each grant, provide information on:
 - ✓ Awarding agency/organization
 - ✓ Amount of funding
 - ✓ Purpose of grant
 - ✓ Specific accomplishments including outputs and outcomes
 - ✓ Measures of success for projects

141



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (7 points)

Describe your compliance with the work plan, schedule and terms and conditions. Include whether you made or are making sufficient progress towards achieving the expected results of the grant in a timely manner? If not, please explain why?

What corrective measures did you take, or are you taking, and how did you document and communicate them?

Discuss your history of timely and acceptable reporting, as required by the awarding agency/organization.

142



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (7 points)

- Demonstrate how you have successfully managed and performed all phases of work under these grants.
 - ✓ Compliance with grant requirements and making sufficient progress
 - Following the Work Plan
 - Staying on Schedule & meeting milestones
 - Complying with Terms and Conditions
 - ✓ If not, what corrective measures did you take?
- Discuss history of **timely** and **acceptable** reporting for these grants as required by the awarding agency/organization.

143



Ranking Criteria - Assessment

5.c Past Performance & Accomplishments

iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (9 points)

Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant). *[Failure to indicate anything in response may result in zero points for this factor.]*

- If you have never received a federal or non-federal grant, **say so** in order to receive the 9 points.

144



What To Do Now?

- Draft your proposal!
- Contact your COs and get your letters!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Get new State acknowledgement letter!
- Contact State if applying for a site-specific petroleum site!
- Make sure your SAM.gov registration is active.
- Register for Grant.gov if you plan to submit electronically.
- **Use THIS year's guidelines!!**



145



Web Resources

- **FY14 ARC Proposal Guidelines: TO BE POSTED at**
<http://www.epa.gov/swerosps/bf/applicat.htm>
 - ✓ Assessment
 - ✓ Cleanup
 - ✓ Revolving Loan Fund
- **FY14 ARC Frequently Asked Questions (FAQs): TO BE POSTED at**
<http://www.epa.gov/swerosps/bf/applicat.htm>
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:** www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf
- **EPA Region 1 Information:** www.epa.gov/region1/brownfields
- **EPA Headquarters Information:** www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:** www.smarte.org
- **TAB EZ Grant Writing Tool:** www.tabez.org/
- **Brownfields Toolbox:** www.brownfields-toolbox.org

146



Questions & Answers



147